



Department	Data & Performance Analysis
Job Title	Junior Data Analyst Executive
Grade	D2
Reporting to	Manager of Data & Performance Analysis

JOB DESCRIPTION

Responsibilities (Summary)

- Responsible to set up and manage INSKEN's master data set, developing reports, and troubleshooting data issues.
- Support multiple reporting on their quantitative and qualitative needs. From sourcing data and building dashboards to running analysis and liaising with database owners.

Job Description

- Responsible for day-to-day business data management and report preparations, which includes data integrity checking and statistics
- Extracting and reorganizing raw data from other departments and deal with any data related issues
- Create visualizations, including dashboards, flowcharts, and graphs to relay INSKEN's concepts through visuals
- Update and manage information in the database system and a basic understanding of the popular data analysis tools and databases.
- Assist to examine and evaluate existing INSKEN business and systems, and offer suggestions in order to assist Manager in making data-driven decisions in budget plan and KPI assessments
- Assist to analyze INSKEN's programs for trends, volume, demographics, and operator metrics to support reporting
- Communicate findings and insights to relevant stakeholders in order to assist Manager in making data-driven decisions in budget plan and KPI assessments

MINIMUM REQUIREMENTS	
Education	<ul style="list-style-type: none"> • A minimum of Bachelor's degree in Information Management, Computer Science, or Mathematical Statistics, or in a technical field is preferred
Experience	<ul style="list-style-type: none"> • 1-2 years of relevant analytics and/or data analysis experience • Proficiency in Excel and SQL is a must • Experience with Python Scripting for data manipulation and automation for productivity purposes. • Proficiency in Data Visualization and Dashboarding toolset (Tableau, Power BI, Excel, Data Studio) • Familiar with data warehousing, data mining, and data mapping
Special Knowledge and skills	<ul style="list-style-type: none"> • Demonstrates strong organisational and planning skills. • Strong analytical and problem solving skills. • Can undertake in-depth research, quantify the information and produce qualitative and quantitative reports. • Verbal and written communication skills to converse and collaborate with all levels of employees • Ability to pay meticulous attention to detail, factoring every piece that might alter the validity of data. • Proactively employs strategic and critical thinking in solving issues and challenges • Action-oriented, independent, self-motivated and highly driven. • Prepared to work under pressure and within tight deadlines. • Good-interpersonal skills and strong presentations abilities. • Ability to prioritise and organize work efficiently to meet deadlines.